

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Executive Order on I-5 Construction Project	REFERENCE NUMBER: 2008-013
DATE ISSUED: 05/19/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers**

FROM: Department of Personnel Administration
Classification and Compensation Division

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Due to the upcoming I-5 construction project, Governor Schwarzenegger has issued [Executive Order S-04-08](#) directing State agencies to encourage telecommuting, alternate work schedules, flextime, public transit and vanpools where feasible and practical. These efforts to relieve Sacramento's traffic congestion during June and July should focus on State facilities where employees use commute routes affected by this project.

Your normal services and public safety must be maintained as you implement these measures. You must use existing resources, with no impact to the General Fund, and be consistent with applicable laws and existing personnel policies.

Here are resources at your immediate disposal:

Website

Caltrans has created a website, <http://www.fixi5.com>, with the project timeline, detailed maps, live traffic cameras, and other valuable resources.

Telework

The Department of General Services has statutory authority over the telework program and can help departments develop and update policies, procedures, and guidelines to assist in efforts to implement telework. Information related to this program can be found on the DGS website at <http://www.dgs.ca.gov/Telework/default.htm>.

Alternate Work Schedule and Flextime

Alternate work schedules include the 9/8/80 and 4/10/40 schedules. A 9/8/80 schedule allows employees to work 80 hours in 9 days, giving them an extra day off every two weeks. The 4/10/40 schedule allows employees to work 40 hours in 4 days, giving them an extra day off every week.

Flextime permits employees to start and end their work day within established ranges to accommodate a variety of needs, such as telecommuting.

Under either schedule, employees must work the required number of hours per week. In addition, the schedule must not interfere with the employer's ability to perform its mission and serve clients.

By encouraging alternate work schedules and flextime, you can help relieve traffic congestion during the I-5 repair project. Both scheduling options:

- Allow employees to better coordinate their work schedule with mass transit schedules.
- Allow employees flexibility to participate in carpools and vanpools they may otherwise be unable to use.
- Reduce commuter traffic during the morning and evening hours by spreading it throughout the day.
- In the case of alternate work schedules, reduce employees' total number of commuting trips.

Commute Alternatives

You can find vanpool, carpool and alternate commute information, including available vanpool seats, on the Sacramento Transportation Management Association's website at <http://www.sacramento-tma.org/index.htm>.

Additional transit options and suggestions for "greening your commute" are on the DGS website at <http://www.workinggreen.dgs.ca.gov/commute/default.htm>.

Energy Conservation Reminder

As part of this effort to reduce the State's environmental impact, we also want to remind departments to follow all DGS management memos for energy consumption, including the regulation of building temperature, lighting, and office equipment use. Employees working at home should practice these same energy saving techniques.

Contact Information

If you have any questions, your designated headquarters personnel office staff should contact DPA's Personnel Services Branch using the contact information listed above.

/s/ Belinda Collins

Belinda Collins
Chief, Classification and Compensation Division